



STATE OF DELAWARE  
DEPARTMENT OF NATURAL RESOURCES &  
ENVIRONMENTAL CONTROL

**DIVISION OF WATER**

89 KINGS HIGHWAY  
DOVER, DELAWARE 19901

BOARD OF CERTIFICATION

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**Board of Certification for Wastewater Operators  
Tuesday, March 6, 2018  
DNREC, Richardson & Robbins Building  
Conference Room B172  
MEETING MINUTES**

**In Attendance:**

Board: Brian Blackburn, Jerry Esposito and Bryan Ashby  
DW: Chris Cleaver, Jena Saxton, Nicole Smith and Faye Wheeler  
Public: Ira Kaiser, Mark Kondelis, Sr., Sarah Smith, and Hilary Valentine

**Chairman Brian Blackburn called the meeting to order at 9:01 a.m.**

A quorum of the board is present.

- The agenda for the current meeting is approved.
- Minutes of the January 12, 2018 meeting are approved as submitted.

**Old Business**

- **Start Action Notice (SAN)**
  - Bryan Ashby reports a takings memo (step 25 in process) was not completed and this delayed the process a month.
  - Mr. Ashby reached out to DAG, Kayli Spialter (who worked with us on the proposed regulation changes and attended our workshops and public hearings) for assistance.
  - Secretary's Order (number 2018-W-0006) was rescinded.
- **Chesapeake Bay Grant Funds for Training Upgrades**
  - The course re-write is moving along. The committee will be meeting tomorrow night to continue working on Levels I – III.
  - Level IV is still incomplete and in need of updating. Hilary Valentine will get a price together for Level IV.
  - We are currently using Schoolhouse 3.0 as testing software. There is a version 4.1 available for \$39. The Board agrees to pay \$39 to upgrade our current software.
- **January 12, 2018 Exam Results**
  - Hilary Valentine and Brian Blackburn reviewed failed examinations. Mr. Blackburn met with one failed examiner and another wants to schedule a meeting.

- **Open board member position**
  - Secretary's Order (number 2018-W-0006) was rescinded.
  - Two open positions emailed to all operators and posted on website.
  - Deadline was yesterday – received qualified pool of applicants.

#### **New Business**

- Nicole Smith introduced Jena Saxton, new Environmental Scientist II to the Compliance and Enforcement Branch. Mrs. Saxton will be learning wastewater, going on inspections, sampling and will attend the Level I wastewater review class in August.
- Operator of the Year nomination due March 15, 2018 to Hilary Valentine.
- **Continuing Education Course Approvals/Denials January and February**
  - The Board was in agreement with the classification of all training classes submitted.
- **Operator License Renewals/Certifications/Expirations January and February**
  - The Board reviewed renewals, certifications and expirations.
- **License certifications and renewals audit for January and February**
  - Seven files were randomly pulled and reviewed by the Board – no issues were found.

#### **Meeting was adjourned at 9:52 a.m.**

The next Board of Certification for Wastewater Operators meeting will be held on Tuesday, April 3, 2018 at 9:00 a.m. in DNREC, Richardson & Robbins Building, Conference Room B172.

Respectfully Submitted,  
Faye Wheeler, CAP